



**Town of Arlington, Massachusetts**  
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## **Library Trustee Minutes 12/08/2009**

### **Robbins Library Board of Trustees Minutes of the Meeting December 8, 2009**

#### **Call to Order**

Chairman Katherine Fennelly called the meeting to order at 7:15 p.m. Attending were trustees Heather Calvin, Kathryn Gandek-Tighe, Brigid Kennedy-Pfister, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending were the Library Director, Maryellen Loud, and the new Assistant Director, Susan Priver.

#### **Welcome to Assistant Director**

With relief and gratitude the board welcomed Ms. Priver to Robbins Library, as this position is vital to efficient library operations.

#### **Discussion with Steven Gilligan, Town Treasurer**

Mr. Gilligan distributed a memo, "Trust Funds Investment Market Outlook and Spending Recommendation," that was written to the Board of Library Trustees, the Board of Trust Fund Commissioners, and the Board of Cemetery Commissioners. Although the Treasurer's recommendation for spending levels for each trust fund is 3.5%, each board may decide upon a different percentage, in accordance with the policy adopted by the joint committee in January 2008. Performance reports by Fidelity, the custodian of the funds, will be available quarterly; also, quarterly meetings are open to interested parties. At present, Boston Advisors is meeting the Treasurer's expectations. Mr. Gilligan is optimistic that the market is on its way up.

Mr. Gilligan had some good news for the board and for the town: Arlington retained its Triple A bond rating. Also, the resolution of the dispute with State Street Global, the former financial advisor, ended in the town getting approximately \$1,000,000 returned. Library trust funds will net a return of approximately \$200,000.

#### **Approval of Minutes**

Upon a motion by Ms. Gandek-Tighe, with a second by Ms. Calvin, the board approved the minutes of the meeting of November 10, 2009.

#### **Communications**

Ms. Loud told the board about an offer by a citizen to donate \$400 for the podium that was recently purchased for the Community Room. The potential donor requested that a nameplate be installed on the podium in recognition of the donation. The Board directed Ms. Loud to explain that the Board has not yet formulated a policy on naming opportunities.

#### **Community Time**

No members of the community were present.

### **Director's Report**

Ms. Loud will mail the Director's Report to the trustees.

### **Update on FY 2011 Budget Request**

Ms. Loud reviewed with the board the possibility of a \$200,000 reduction in the library budget. Trustees looked at the potential reductions in materials, personnel, and hours, which would be necessary if this worst case scenario became reality. Trustees considered whether a meeting with the Town Manager and/or the Board of Selectmen would be advisable.

### **Books in Bloom**

On February 5 the Garden Club and the Friends of the Library are sponsoring a program, Books in Bloom, which will feature flower arrangements inspired by books, hors d'oeuvres and a wine bar. Local authors will be invited to attend.

### **Standardization of Loan Rules**

Upon a motion by Mr. Murphy, seconded by Ms. Kennedy-Pfister, the board moved to adopt the general loan policy of the Minuteman Library Network, which consists of a twenty-one day loan period, with two renewals. This policy also allows for flexibility in setting different rules for certain types of materials.

### **Annual Report Outline**

Trustees reviewed and approved of the Annual Report outline.

### **Conflict of Interest Law Acknowledgement Form**

Each trustee filled out and signed a form indicating receipt of the document, "Summary of the Conflict of Interest Law for Municipal Employees."

### **Request for Art Print Funding**

Vickie Slavin requested \$2,000 for the purchase of circulating art prints. Ms. Muldoon said that \$1,400 of funds allocated for that purpose was unspent and available for expenditure. Upon a motion by Ms. Gandek-Tighe, seconded by Ms. Muldoon, the board approved the allocation of \$600.

### **Fundraising**

Fundraising letters were sent. Ms. Calvin's goal is \$25,000. Donations can also be made through the website, via PayPal.

Ms. Gandek-Tighe is looking for underwriters the special programs like the summer reading program. Comcast may be approached as a potential supporter, as the reading program dovetails with their literacy initiative. Upon a motion by Ms. Radochia, seconded by Ms. Calvin, the board moved to authorize putting the potential donor's name on all literature used in the program. The cost of this program is \$5,000.

### **Foundation**

The regular meeting was temporarily adjourned to convene a meeting of the Robbins Library Foundation. The

regular meeting re-convened at 9:20 PM.

### **Friends of the Library Update**

Ms. Calvin reported on recent activities of the Friends. They are in the process of collecting e-mail addresses to facilitate communication. Also, Ms. Calvin will be looking at the dues structure of the Friends and consider possible changes.

### **Date of Next Meeting**

The next meeting will be January 12, 2010.

### **Adjournment**

The meeting adjourned at 9:20 p.m.

Respectfully submitted,

Joyce H. Radochia